jobs.sc.gov

APPLICANT REFERENCE SHEET

Prepare Ahead of Time

- Collect details about your education and employment history. The first time you create an application, be ready to spend 30 minutes or more, though you can save your work at any time and return to it later.

- You will also need an email account. If you do not already have one, free email is available through providers such as Yahoo, Hotmail, and AIM mail (AOL).

Log In to Our Secure Website

- Go to www.jobs.sc.gov. From there you will click on the "Job Search and Apply Here" button.

- Click on the job title you are interested in. Review the job qualifications. Then click on "Apply." If this is your first online application with us, you will set up an account with a Username and Password.

Completing Your Online Application

- You must fill out the work and educational history sections of the application in order to be considered for a position. Resumes will not be accepted in lieu of completing these sections. If you still wish to submit a resume, you may cut and paste it into the application or attach it to your application.

- **IMPORTANT:** Be sure to LOG OUT of your session so that others who may use the computer will not be able to access your personal information.

For More Help

- Visit Applicant FAQs at www.jobs.sc.gov.

- During business hours contact State Human Resources at (803) 734-9080.